Congratulations!

You have accepted an employee that has been converted to the new MyCalPAYS (MCP) system. They are referred to as a "live" (converted) on MCP employee. Your department is referred to as "non-live" (non-converted) on MCP.

This guide will explain in detail all of the things you will need to do to manage this employee's data. Below are a few things to help you get started:

1) Contact the Customer Contact Center (CCC) immediately, informing them that you have a converted employee. The CCC will set up a Remedy Ticket (name of CCC incident ticketing and tracking system) and notify the "Once in MyCalPAYS" Specialist who will work with you to manage the employee's data. You will be given a MyCalPAYS Person ID number (PERID) and a CCC Remedy Ticket number for use with all future contact with MCP Ops. The PERID will be used in lieu of the Social Security Number after an employee is converted to MCP.

2) Always include the MCP PERID number and the Remedy Ticket number on all forms and correspondence with "Once in MyCalPAYS" Specialist. It is no longer necessary to include social security numbers on forms submitted to MCP Ops.

3) In most cases you will follow current Legacy procedures and complete Legacy forms, plus some special MCP forms. How to access the forms and when to use them is described in this manual. However, all data will be entered into MCP by the "Once in MyCalPAYS" Specialist assigned to your Remedy Ticket.

4) Note the cut-off dates for Payroll referenced throughout this guide. Data must be submitted and/or corrected within this time frame to minimize payroll errors. The "Once in MyCalPAYS" Specialist will work with you each pay period to review data and ensure its accuracy and completeness.

5) After Payroll has been finalized, you will get several reports to help you keep track of your employee's data.

6) These employees will require a different time sheet that is completed and sent to MCP Ops by the last day of each pay period.

7) Read this guide at least once to orient yourself. It has a lot of good and important information for you.

Employees that have been converted to MyCalPAYS are *always* going to be in MyCalPAYS ("Once in MyCalPAYS, always in MyCalPAYS") even if they transfer or reinstate to a department that has not yet been converted. Employees that are in MyCalPAYS but working in a department/agency that has not been converted will be maintained centrally by the State Controller's Office (SCO) with close coordination between the SCO and the employee's department Human Resources (HR) Office. This guide will assist non-live department HR staff with processing and maintaining their converted employees.

As you read through this guide, please keep in mind that the State Controller's Office is dedicated to the smooth transition to MyCalPAYS. The SCO's Customer Contact Center (CCC) will serve as the main contact for Human Resource departments and their staff members. The CCC has employed highly trained people that are devoted to working closely with HR departments and their staff to provide quality coordination, communication and services between the SCO central staff and HR employees.

It is the hope that you will find the following pages informative and helpful.

Best Regards,

The State Controller's Office Business Operations Team